



Special Attention of:

Transmittal for Handbook No: 2225.6 REV-1
CHG -62

Headquarters Records Management Liaison Officers
Field Office Records Management Liaison Officers

Issued: December 19, 2005

1. **This transmits** Change 62 of Handbook 2225.6, REV-1, HUD Records Disposition Schedules, Schedule 27, Mortgagee Approval Records.

2. **Summary:**

Item 4 is being added to cover electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. These descriptions of records and disposition instructions were approved by National Archives and Records Administration on November 21, 2005, NARA Job Number N1-207-05-2.

3. **Filing Instructions:**

Remove:

Appendix 27,
page 1, 2, and 3
dated 10/88

Insert:

Appendix 27, CHG-62
page 1 and 2
dated 12/05

RECORDS DISPOSITION SCHEDULE 27

MORTGAGEE APPROVAL RECORDS

Item No.	Description of Records	Disposition
1.	Approved Mortgagee "Change" Files. These records reflect mortgagee character changes such as mergers, absorptions, and consolidations.	Temporary. Maintain in active files for life of program. Destroy three years after termination of program. (NARA Job NC1-207-79-7, item 9)
2.	Mortgagee Monitoring Files. These files contain the working papers (schedule of cases reviewed, reverifications of employment, reverifications of deposits, interview notes and questionnaire data), trip reports and the findings and recommendations which result from the onsite reviews of HUD-FHA approved mortgages conducted by the Division's staff of Mortgagee Representatives. Also included are copies of correspondence to and from HUD Central and Field Office organizations and affected mortgages which relate to the onsite reviews.	Temporary. Destroy working papers from files at end of third year following onsite review. Transfer trip reports and related correspondence to FRC at end of third year and destroy at end of sixth year following onsite review. (NARA Job NC1-207-79-7, item 11)
3.	Mortgagee Review Board Files. These files contain the pertinent documents and related data which apply to affected HUD-FHA approved mortgages or policy issues which require action or determinations by the Board, and summarize the chronology of events from point of inception until a final decision is made by the Board. Also included are copies of notifications of the Board's actions or determinations made with respect to affected mortgages, and copies of correspondence to HUD Central and Field Office organizations and to other Government agencies which relate to the Board's activities.	

RECORDS DISPOSITION SCHEDULE 27

MORTGAGEE APPROVAL RECORDS

Item No.	Description of Records	Disposition
	a. Working Papers	Temporary. Segregate after final action by Board, and transfer to Federal Records Center six years after such final action, or anytime thereafter that volume warrants. Destroy 12 years after final action by Board. (NARA Job NC1-207-79-7, item 12 (a))
	b. Transfer Trip Reports and related correspondence to members.	Temporary. Destroy when comments have been entered into official record, or when no longer needed. (NARA Job NC1-207-79-7, item 12 (b))
4.	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy.	Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	Temporary. Destroy/delete when dissemination, revision, or updating is completed.